

2022/2023

DAILY AGENDA TEMPLATE

Teacher(s): Mr. Neeld	Date: August 31st
Standards:	<p>CAREER DEVELOPMENT</p> <p>The goal of this course is to provide students with an understanding of the skills required to enter the graphic communications career field or continue their education.</p> <p>Students will be assisted in developing an understanding of the importance of personal skills that are expected in a global economy. Professional and individual entrepreneur skills will be discussed and implemented through lectures and lab assignments.</p> <p>ACCT-GOP-1. Students will develop leadership skills.</p> <ul style="list-style-type: none">A. Develop professional communication skills for effective customer and team management.B. Implement and emphasize listening, verbal, and written communication abilities.C. Define the role and importance of work ethics as related to creating a positive work environment.D. Exhibit professional work ethics at all times.E. Define and model the following personal work ethics:<ul style="list-style-type: none">-Attitude-Time Management-Responsibility-Hygiene <p>Academic Standards:</p> <p>ELA 10W3 The students uses research and technology to support writing.</p> <p>ELA 10RL5 The students understand and acquire new vocabulary and use it correctly in reading and writing.</p> <p>ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.</p> <p>ACCT-GOP-2. Students will investigate entrepreneurship as it relates to economic development.</p> <ul style="list-style-type: none">A. Compare and contrast the traits of successful and unsuccessful business ventures.B. Examine the advantages of entrepreneurship.<ul style="list-style-type: none">-Control of income-Personal responsibility and independency

- Establishment of professional and community relationships
- C. Examine the disadvantages of entrepreneurship.
 - Long Work Hours
 - Monetary Risk
 - Enforcement of workplace standards
 - Paperwork and recordkeeping
- D. Evaluate the market for potential customers.

Academic Standards:

ELA8R1 The student demonstrates comprehension and shows evidence of a warranted and responsible explanation of a variety of literary and informational texts.

ELA10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

ACCT-GOP-3. Students will engage in their own professional development.

- A. Investigate and plan a career path that leads to a career in graphic communications.
- B. Prepare a portfolio to illustrate their experiences and abilities related to graphic communications.

Academic Standards:

ELA8R1 The student demonstrates comprehension and shows evidence of a warranted and responsible explanation of a variety of literary and informational texts.

ELA10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

PRODUCTION PLANNING

Students will apply critical thinking and leadership skills to produce job specifications, cost estimations, and project production.

ACCT-GOP-4. Students will accurately read and interpret job specifications.

- A. Maintain project schedule processes to meet deadlines.
- B. Develop and interpret job tickets.
- C. Determine the best allocation of materials, equipment, and manpower.

Academic Standards:

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.

ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

ACCT-GOP-5. Students will plan and prepare projects for output.

- A. Determine the most appropriate imposition format.
- B. Utilize equipment for maximum efficiency.
- C. Specify appropriate delivery requirements.

Academic Standards:

M6M4 Students will determine the surface area of solid figures (right rectangular prisms and cylinders).

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

M3M4 Students will understand and measure the area of simple geometric figures (squares and rectangles).

ACCT-GOP-6. Students will accurately analyze project costs.

- A. Evaluate material costs.
- B. Assess optimal manpower use.
- C. Establish equipment costs.

Academic Standards:

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.

ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

PRODUCTION SIMULATION

Students will apply knowledge and skills in production planning and project production.

ACCT-GOP-7. Students will practice customer service skills.

- A. Analyze project and prepare estimation for the client.
- B. Prepare a job ticket/jacket incorporating all information related to the production of the project.
- C. Communicate with a client during all production phases.
- D. Examine inventory and verify and calculate necessary supplies and materials.

Academic Standards:

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.

ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

ACCT-GOP-8. Students will prepare files for production.

- A. Analyze project to determine necessary software.
- B. Design and produce a digital document using necessary software. Design should include placed graphics, correct color mode, and correct size appropriate to the output process.
- C. Illustrate good use of design principles.
- D. Preflight documents and identify problems (resolution, missing fonts, missing graphics, number of inks, HTML).
- E. Demonstrate knowledge of spell check and proofreader marks.
- F. Proofread, edit, and make corrections or adjustments to copy.
- G. Schedule time for the production of the project.

Academic Standards:

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.

ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions

ACCT-GOP-9. Students will demonstrate the ability to use an output process to create a quality product.

- A. Determine equipment necessary to produce the final project.
- B. Select appropriate substrate and appropriate inks to produce a quality project.

Academic Standards:

SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.

ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.

ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.

ACCT-GOP-10. Students will demonstrate the ability to finish the project to create a quality product.

- A. Choose equipment necessary to finish a project.
- B. Choose appropriate materials to finish a quality project.

	<p>Academic Standards:</p> <p>SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.</p> <p>ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.</p> <p>ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions</p> <p>ADVANCED IMAGE PREPARATION</p> <p>Students will enhance their understanding of file management and file transfer procedures and will demonstrate knowledge of page layout, proofreading skills, and output options.</p> <p>ACCT-GOP-11. Students will effectively manage the digital assets related to image development.</p> <p>a. Organize files for easy access and archiving.</p> <p>b. Format files correctly based on end-use and output process.</p> <p>Formats used</p> <p>in industry: native/default format; meta files (files that contain fonts, raster, and vector information, example: wmf, pdf, eps); and generic (example: tif, jpg, gif, and txt).</p> <p>Academic Standards:</p> <p>SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data.</p> <p>ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly.</p> <p>ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.</p> <p>Sample Tasks:</p> <ul style="list-style-type: none">• Convert files from the native file format into different formats. <p>Place the new formats</p> <p>in a document and identify the quality differences.</p> <ul style="list-style-type: none">• Students will demonstrate knowledge of digital file preparation.• Read and interpret a job ticket for production information.• Preflight documents and identify problems (resolution, missing fonts, missing graphics, number of inks).• Demonstrate knowledge of spell check and proofreader marks. <p>Proofread, edit</p> <p>and make corrections or adjustments to copy.</p> <ul style="list-style-type: none">• Design and produce a digital document in a page layout program. <p>The layout should include placed graphics of print quality, the correct number of inks, correct margins, and gutters for folding purposes.</p>
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	<p>ACCT-GOP-12. Students will effectively prepare digital files.</p> <ul style="list-style-type: none"> A. Read, interpret, and correctly set up files for production. B. Evaluate a file for potential problems and correct them by pre-flightting. C. Ensure the content of a file is correct by checking images and proofreading. <p>Academic Standards: SCSh5 Students will demonstrate the computation and estimation skills necessary for analyzing data. ELA 10RL5 The students acquire new vocabulary in each content area and use it correctly. ELA 10LSV1 The student participates in student-to-teacher, student-to-student, and group verbal interactions.</p>
Learning Target:	<p>Students will express an understanding: Graphic Communication Terms and Meanings The History of Graphic Design and Communications History of typographic forms Adobe InDesign Adobe Photoshop Planning a project from Brainstorming to completion</p>
Success Criteria:	<p>Students will display their understanding of the subject by responses to questions asked by the teacher. Test and Quiz scores. Successful completion of writing assignments. Successful completion of Adobe InDesign and Photoshop projects.</p>
Activity(ies)/Assignment with Text and/or Links:	<p>Google Slide Presentations on Type, Photoshop, InDesign, Composition, and Color slides. Typography tests Horror Comic Book Covers Project Cheat Sheet InDesign Project SkillsUSA Election of Officers SkillsUSA Membership Drive SkillsUSA Championship Rally Sutton Hou Helmet Project Brainstorming “Hunted House Fund Raiser” Underconsideration LLC. Review Brandiose Logo Development Review Quiz and Tests</p>